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ATTACHMENT "A"

ACCOMPLISHMENTS - STOCK MANAGEMENT AND REQUIREMENTS SECTION

1. Prepared a listing of records maintained by the Section which contains the file titles or identification and descriptions as to the use of each.
2. Identified each file series by use of name guides which were placed in front of each file. Machine listings not included as the size and bulk of these listings does not permit filing in the normal manner.
3. Consolidated all files of the Section by bringing material and papers of a homogeneous nature together.
4. Established a central filing system and a Subject File for the Section.
5. Established a central reference file for regulations, notices, instructions, and similar reference material.
6. Established control over incoming correspondence by use of notices which are attached to the correspondence designating Official Filing Stations.
7. Established control over correspondence within the Section by use of a charge out system.
8. Established a control and follow-up mechanism for the management and disposition of records by use of Form 1183, Records Control Card.
9. Established an index to the Subject File by use of the Chronological File
10. Designed a consolidated "Reference Number Register" to be used on a test basis (Exhibit of attachment D.)
11. Furnished "In" and "Out" boxes for each employee to facilitate paper flow, and to reduce traffic within the office.
12. Discontinued 4 file series as follows:
  1. Machine listing titled "Quarterly Issue Summary By Individual Transaction";
  2. Strategic Reserve Assets File - IBM Cards;
  3. Flaxoline Stock Number File;
  4. Headquarters Depot Transfer Suspense File.
13. Destroyed 29 cubic feet of records through Records Center facilities.
14. Retired 6 cubic feet of records to the Records Center.
15. Returned 6 cubic feet of miscellaneous supplies and file binders to the Building Supply Office.

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**ATTACHMENT "A" continued**

**16. Returned the following excess office furniture and filing equipment to stock:**

- 1 Desk**
- 1 Visible file index-Flexoline**
- 1 4-drawer Safe, Legal**
- 2 Card Safes 3x5 - 5x8, 5 drawer**

**17. Re-arranged the office layout, filing equipment, telephones and employees.**

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ATTACHMENT "B"

**SUGGESTIONS**

The following suggestions are submitted for Section consideration and implementation.

1. That specific requirements be placed upon the Machine Records Division, Office of the Comptroller, for 1 copy each of all listings used by the Section, and, that this requirement be in memorandum form. Records of the Machine Records Division indicate as many as 3, 4, and 5 copies of some listings are being forwarded to the Section. One copy of each listing will meet Section requirements.
2. That terminology used as identifying titles for machine listings be standardized, and, that the Machine Records Division be requested to place these titles on the listings. Listings are now received without titles. Machine Records Division titles do not agree with those of Stock Management. Machine Record's titles do not correspond or relate to the actual use of the listings in some instances. Titles on listings would aid new employees of the Office in identifying them, and, would help control the volume of listings in that obsolete listings would not be retained because of lack of identity.
3. That requirements be placed upon Machine Records Division to have a combined "Issue Experience Listing" prepared annually showing issues of all Family Groups for a complete fiscal year. Current listings show issue experience for the preceeding 12 months, neither a complete calendar or fiscal year. These listings are used as a basis for establishing stock levels, and, to review a previous years experience many times requires handling two listings. To assemble a complete listing, (All Family Groups) for retirement, requires bringing together 7 individual groups. By requiring this document annually it will allow quarterly listings to be destroyed periodically as new ones are received; provide a single meaningful document on which to base stock levels, and reduce possibilities of 1 or several parts being destroyed in error.
4. That procedures be established with Machine Records Division to have the "Stock Not Issued Listings" contain only those items not issued for a two year period. The current policy of the Section indicates disposal actions are taken only on those items which have been inactive for a two year period. Listings received now by the Section carry items which have been inactive for a one year period.
5. That the Section not receive Machine Listings for distribution to other offices. A listing of stock which is economically repairable (03) is received and forwarded to the Office of Communications. There is no Section Action required on this listing. Extra copies of a listing of stock which is obsolete, unrepairable, etc., (08) is

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ATTACHMENT "B" continued

received and forwarded to the Warehouse. Distribution of both the 03 and extra copies of the 03 listing should be made directly to the offices concerned by the Machine Records Division.

6. That responsibility for disseminating current machine listings as they are received in the Section be placed upon one individual. If listings are controlled in this manner, old or obsolete listings can be collected for destruction when new ones are received. This will keep to a minimum the volume of obsolete listings stored. A majority of the 29 cubic feet of records destroyed in the Section consisted of obsolete listings which were pushed aside when new ones were received.
7. That the Stock Nomenclature Card File be discontinued upon installation of the Flexwriter System. These cards contain a detailed description of each stock item. This information will be reflected on the Flexwriter cards and will be a duplication.
8. That the maintenance of the Property Signature Card File be discontinued and the present accumulation transferred to the Depot Stock Control Section. These cards contain specimen signatures of those officials authorized to requisition and receipt for property in the field. This Section is not concerned with Accountable Officers and the management of stock in the sense of who is authorized to receive or requisition. There have been 2 references to this file during the past two years. These cards could be better utilized by the Depot Stock Control Section.
9. That the proposed Reference Number Register designed to combine several of the existing registers into one be adopted for use. Six registers are now in use in the Section and are used to assign sequence reference numbers to Stock Requisition Vouchers, Repair Vouchers, Stock Transfer Vouchers, etc. By use of the proposed register these may be combined into 1.
10. That the following forms now being used by the Section be standardized and assigned a Forms Control number:
  1. The Property Disposition Notification;
  2. The Level Code and/or Stock Level Adjustment Form.
11. That procedures be developed whereby Stock Management and Requirements Section will be informed daily of the Status of funds in Allotment Account 6806. Account 6806 is a General Fund from which common Agency administrative supplies and equipment is purchased. This account is controlled along with several others by the Depot Stock Control Section. Stock Management is informed of the status of this account monthly. As a result of this time span between reporting periods, requisitions representing thousands of dollars may be initiated by Stock Management, processed through the Section, then suspended by the Depot Stock Control

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ATTACHMENT "B" continued

Section because funds in the account are exhausted. Were this information available on a current basis, Section man hours required to process these requisitions could be more economically utilized and priorities given those requisitions deserving such treatment. It is felt the physical control of the Account should remain in the Depot Stock Control Section.

12. That the procedure of intermediate reporting of stock levels from the Depot Stock Control Section to Stock Management and requirements Section be formalized. Periodic reporting of the stock levels to Stock Management is accomplished by a Stock Status Report. This method of reporting is monthly except for 1 group which is bi-weekly. These reports are used as a basis for re-ordering to maintain the authorized stock level. Between these periodic reportings stock levels may be depleted through direct purchases by an office or by issues from the Depot to Building Supply Offices. These issues are not coordinated with Stock Management and will not in most instances, become evident until the next Stock Status Report is received. Some intermediate reporting is now furnished by Depot Stock Control Section. This should be formalized and made a standing procedure.

The following suggestions encompass problems and considerations which go beyond the intended scope of the Records Management Survey. However, facts surrounding these suggestions became obvious during the survey and it is felt that each merits study and consideration. They are:

13. That an Organization and Management survey be conducted to determine which organizational unit or units should assume the responsibility of Management and Control for certain stock items and supplies peculiar to the Medical, TSS, [REDACTED] and Communications functions. The stock levels of certain stock items and supplies related to the above mentioned offices are controlled by the respective offices. Selection of items to be stocked is also controlled by these offices. For other items specifically related to these offices Stock Management exercises management and control. Stock Management prepares Stock Replenishment Requisitions for all items, and as a result, is in effect performing a rubber stamp operation in that they exercise no management or control over many of these items. If control of these items continues to be a split function, it is suggested for expediency and economy that Stock Replenishment Requisitions be prepared by the offices concerned and submitted direct to the Depot Stock Control Section.

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ATTACHMENT "B" continued

14. That the Disposal function of overt Agency motor vehicles be transferred to the Vehicle Section of the Supply Operations Branch. The Vehicle Section now handles disposal of all Covert Agency vehicles including those in the field. Stock Management handles all stock items, sterile and non-sterile, headquarters and Field. Since there is a recognized organizational unit established to perform the function of disposal of vehicles, it should include both overt and covert. Negotiations are now being undertaken by the Vehicle Section to have the Official Declaration of Trust on Overt vehicles transferred from the Highway Branch to the Vehicles Section.
15. That the function of preparing Stock Replenishment Requisitions be transferred to the Depot Stock Control Section. Stock Management Section to perform a true management function should be primarily concerned with establishing stock levels, directing and controlling movement of stock, stockpiling, requirements, monetary value of stock items, and disposing of excess, unservicable, damaged, and obsolete material. Preparation of the replenishment requisitions is a support operation which should be homogeneously placed in the Depot Stock Control Section. This section has the responsibility of maintaining records on individual transactions (receipts, issues) and current balances.
16. That the Daily Time and Production Record be discontinued. This record is designed to measure units of work in terms of Line Items researched and Line Items typed. A Line Item is defined as a separate particular entry on a document. One item may require 5 minutes to review and another 2 or 3 hours. This unit of measure is not a realistic measurement of work in this Section for Line Items researched. Example: An analyst reviewed two separate listings in one afternoon. Each listing contained approximately 350 Line Items, this figure was added to the morning total and reported as the days work. During the month of January 1957, work units completed for 1 analyst ranged from 8 to 3615 per day.



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ATTACHMENT C

RECORDS LISTINGS

1. File series currently maintained by the Section
2. File series discontinued during the survey
3. File series which should be discontinued

<u>FILES IDENTIFICATION</u>	<u>FOOTAGE CU. FT.</u>	<u>SUGGESTED DISPOSITION</u>
<b>SUBJECT FILE</b>		
Consists of correspondence, reports, studies, and similar material used in administering the activities of the Section. File contains information related to establishing and maintaining stock levels, excess property, repair of equipment, foreign procurement of stock items, etc. Filed by subject. (1956-1957)	1.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
<b>ACTIVITY REPORTS FILE</b>		
a. Section Reports Consists of copies of reports submitted to the Chief, Supply Division on a bi-weekly basis. These reports summarize the Section's activities such as RIA's processed, stock items being disposed of, status of the stock purification program, etc. Filed chronologically. (1956-1957)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
b. Disposal Reports Consists of an unnumbered form titled "Supply Operations Report - Monthly" submitted to the Chief, Supply Policy and Procedures Staff. This report contains statistics on disposals processed, dollar value of material, line items, etc. Filed chronologically. (1956-1957)	.1	Temporary. Destroy when 6 months old.
<b>CORRESPONDENCE AND MAIL LOG</b>		
Consists of Form 238, File and Routing Slip, which contains a record of the receipt and dispatch of material received by the Office. Form 238 is also used as a suspense for follow-up purposes. Filed chronologically. (1956-1957)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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<u>FILES IDENTIFICATION</u>	<u>FOOTAGE CU. FT.</u>	<u>SUGGESTED DISPOSITION</u>
<b>WORK MEASUREMENT REPORT FILE</b>		
<p>Consists of retained copies of an unnumbered form titled "Daily Time and Production Record." This record reflects time expended by individual employees of the Office on prescribed units of work and is forwarded to the Policy and Procedures Staff daily. An overall compilation for Section reference is recorded on a "Work Measurement Ledger." Filed chronologically.</p> <p>(1956-1957)</p>	.1	Temporary. Destroy both records when 6 months old.
<b>PROPERTY SIGNATURE CARDS</b>		
<p>Consists of 2 sets of 5x8 cards, a true name card and a pseudonym card. Both cards contain specimen signatures of those officials authorized to requisition, approve requisitions for, and receipt for property and supplies at field installations. Filed alphabetically by true or pseudonym as appropriate.</p> <p>(Current)</p>	.1	Temporary. Destroy both cards when name or authorization is cancelled.
<b>STRATEGIC RESERVE REQUIREMENTS</b>		
<p>Consists of studies, dispatches, cables, listings of material, correspondence and similar material related to stock piling and reserve requirements for Cold War. File contains information on stock levels, methods of supplying items, return shipments, type of items to be stocked, etc. Arranged by Area Division or Field installation.</p> <p>(1954-1957)</p>	1.2	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)
<b>FORECASTS OF GROSS REQUIREMENTS</b>		
<p>Consists of Forms 231 and 655, Forecast of Requirements received from Area Divisions. These forms contain estimates of the kinds and amounts of material required for normal operation of field installations for the fiscal year. These requirements are used as a basis for determining stock levels and for budgetary purposes. Filed by Area Division.</p> <p>(1957-1958 Fiscal)</p>	1.5	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)

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<u>FILES IDENTIFICATION</u>	<u>FOOTAGE CU. FT.</u>	<u>SUGGESTED DISPOSITION</u>
<b>LETTER ORDER FILE</b> Consists of retained copies of authorizations, shipping instructions, dispatches, correspondence, etc., related to requirements placed on the Department of Defense to effect shipment of material from the field to Headquarters. Individual Letter Orders are covered by a blanket order previously agreed to by DOD. Material in this file is essentially documented in the Depot Stock Control Section. Filed numerically by assigned number. (1955-1957)	.5	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
<b>FINANCIAL REPORTS FILE</b> Consists of retained copies of various reports prepared for other organizational units in response to a specific request. These reports are primarily concerned with the monetary worth of stock items and include such reports as the Dollar Value-Stock on Hand - ZI Report, Dollar Value - Ordnance Material Report, Dollar Value by Material Group 1 thru 7 Report, etc. No arrangement. (1955-1957)	.2	Temporary. Destroy individual reports when 1 year old.
<b>MACHINE LISTINGS (STATISTICAL TABULATIONS)</b> Consists of listings containing statistical information on stock levels, issues, use, due in and out, dollar value of stock, etc., prepared from machine record cards.		
a. Stock Status Reports. Listings show the present stock level, the authorized level, and are used as a basis for initiating the Stock Replenishment Requisition. Received monthly. Listings are arranged numerically by stock number. (1957)	2.2	Temporary. Destroy upon receipt of current listing.
b. Issue Experience Listings. (1) Quarterly listings showing stock issue activity and used as a basis for establishing stock levels. Arranged numerically by stock number. (1957)	1.4	Temporary. Destroy upon receipt of combined annual listing.

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|---|----|--|
| (2) Annual Listings showing combined issue experience for a preceding 12 month period. Arranged numerically by stock number.<br>(1956)  | .8 | Temporary. Destroy when 3 years old. Transfer present listings to Records Center upon receipt of current listings. |
| c. Stock Not Issued Listings. Listings contain those items not issued for a 1 year period and may be used as a basis for initiating action to drop item from stock. Arranged numerically by stock number. Received annually.<br>(1955-1957)   | .5 | Temporary. Destroy upon completion of all actions taken.   |
| d. Item Substitution Listings. Listings contain stock number of certain items and the stock number of similar items which may be used as substitutes. File also contains retained copies of typed listings used to transmit substitute numbers to Machine Records to be included in subsequent IBM listings. Prepared as required. Arranged numerically by stock number.<br>(Current) | .2 | Temporary. Destroy upon receipt of current listings.   |
| e. Stock Number Change Listings. Listings contain those stock numbers which are being dropped and the new number replacing it. These listings are used for reference in verifying number changes until such changes are included in the current Film Listing. Received quarterly. Arranged numerically by old stock number.<br>(1957)   | .2 | Temporary. Destroy when all items in listing are incorporated in current Film Listing.                             |
| f. Stock Purification Listings. Listings containing a description of those items which are identified under wrong stock numbers. Received for informational and reference purposes. Received monthly. Arranged numerically by (wrong) stock number.<br>(1956-1957)  | .3 | Temporary. Destroy upon receipt of current listing.  |

<u>FILES IDENTIFICATION</u>	<u>FOOTAGE CU. FT.</u>	<u>SUGGESTED DISPOSITION</u>
MACHINE LISTINGS <u>CONTINUED</u>		
g. Excess Property Listings. Listings contain those items which are in excess of Agency needs or which are non-repairable. Listings are reviewed by the Disposal Officer for purposes of determining methods of disposal, for obtaining authorization to dispose of material, and for initiating disposal actions. Received monthly. Arranged numerically by stock number.	.2	Temporary. Destroy each listing when 1 year old.
h. Field Stock Status Reports. Consists of Form 401, Stock Status Report, received from Accountable Stations. Reports are used in planning for reserve requirements, for determining the dollar value of the material, for transferring stock from one station to another and for having current listings prepared by Machine Records. File also contains some "Stock In Use Reports" which will be forwarded to the Vehicle Section. Received Semi-Annually. (1956-1957)	2.0	Temporary. Destroy upon receipt of current reports.
i. Consolidated Field Stock Status Report. Machine Listings from Accountable Stations containing lists of all stock items on hand, due in, due out, authorized level, and dollar value which are used in preparing financial reports as required. Received Semi-Annually. Arranged numerically by stock number. (1955-1956)	1.0	Temporary. Destroy when 5 years old. Transfer each year accumulation to Records Center upon accumulation of reports for subsequent year.
j. Film Listings. Listings which contain the Federal Item Identification Numbers of all stock items used for reference purposes. Two separate listings are received annually. One listing is arranged alphabetically by item, the other numerically by stock number. (1956-1957)	2.0	Temporary. Destroy upon receipt of current listings.
k. MREX Listings. Listings are arranged by country and area and reflect estimated strategic reserve requirements for material in support of cold war requirements. Prepared as required. (1955-1957)	1.5	Temporary. Destroy upon receipt of current listings.

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<u>FILES IDENTIFICATION</u>	<u>FOOTAGE CU. FT.</u>	<u>SUGGESTED DISPOSITION</u>
<u>MACHINE LISTINGS</u> <u>CONTINUED</u>		
1. Dollar Value Listings. Listings which reflect the total monetary value of material on hand, in transit, in use, on loan, and received by donation. Listings are used to prepare reports reflecting the dollar value of material for the Director of Logistics. Received monthly. Arranged by status of material and numerically by stock number thereunder. (1956-1957)	.1	Temporary. Destroy when 5 years old. (Cut off at end of each year; and transfer to Records Center.)
m. Average Price Listings. Listings for all stock items in material groups 1 thru 7 containing the most recent purchase prices per item which are used as a basis for computing and establishing current average price. Annotated copies are submitted to Machine Records to have the information punched for use in preparing subsequent listings. Arranged numerically by stock number. Received annually. (1956-1957)	.4	Temporary. Destroy when 3 years old. Cut off at end of each year and transfer to Records Center.
<u>STOCK REQUISITION FILE</u>		
Consists of Form 88, Requisition for Supplies and Equipment and Form 30A, Form Stock notice, Coordination and Approval Record, prepared for replenishment of stock to maintain the authorized stock level. Filed numerically by requisition number. (1956-1957)	1.5	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
<u>DEPOT TRANSFER FILE</u>		
Consists of Form 88, Requisition For Supplies and Equipment, which are initiated to have material transferred between ZI and/or field Depots. Form also contains shipping instructions. Information copies only. Filed numerically by requisition number. (1956-1957)	.2	Temporary. Destroy when 1 year old.

<u>FILES IDENTIFICATION</u>	<u>FOOTAGE CU. FT.</u>	<u>SUGGESTED DISPOSITION</u>
<b>LEVEL CHANGE NOTICE FILE</b>		
Consists of Form 98, Level Change Notice, received from operation components of the Agency as requests to change stock levels. These notices may be used as a basis for preparation of the Requisition for Supplies and Equipment Form. Filed numerically by stock number. (1954-1957)	1.5	Temporary. Destroy upon receipt of new Level Change Notices.
<b>STOCK ADJUSTMENT FILE</b>		
Consists of retained copies of an unnumbered form titled "Level Code and/or Stock Level Adjustment Form." This form is submitted to Machine Records on an as needed basis to effect changes on the "Stock Status Report." An annotated copy of the Stock Status Report is submitted to Machine Records quarterly for the same purpose. Filed chronologically. (1956-1957)	.1	Temporary. Destroy upon verification of changes in current listings.
<b>NOMENCLATURE CARDS</b>		
Consists of Form 11, Catalog Description, (5x8) containing a detailed description of each stock item used for reference purposes in preparing stock replenishment requisitions. Filed numerically by stock number. (Current)	2.5	Temporary. Destroy individual cards when information on card is incorporated into the Flexowriter system.
<b>INVENTORY ADJUSTMENT FILE</b>		
Consists of Form 390, Report of Inventory Adjustment, prepared to have stock items transferred from one allocation to another. Filed chronologically. (1957)	.1	Temporary. Destroy when 1 year old.
<b>PROPERTY TURN-IN SUSPENSE FILE</b>		
Consists of copies of Form 254, Disposition of Repairable Equipment Returned to Stock, prepared upon receipt of the Property Turn-In Slips. Two copies of Form 254 and the Property Turn-In Slips are forwarded to Stock	.1	Temporary. Destroy when 1 year old.

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<u>FILES IDENTIFICATION</u>	<u>FOOTAGE CU. FT.</u>	<u>SUGGESTED DISPOSITION</u>
<b>PROPERTY TURN-IN SUSPENSE FILE    <u>CONTINUED</u></b>		
Control authorizing repair, return to stock or disposal of the property. Filed chronologically.  (1956-1957)		
<b>STOCK ACCOUNTING CATALOG FILE</b>		
Consists of listings received from the Cataloging Branch containing those items which are additions, deletions, revisions or other changes to the Headquarters "Master Stock Accounting File." Lists are used for reference until changes are reflected in the "Stock Status Reports". Filed chronologically. (1957)	.1	Temporary. Destroy 3 months after effective date of changes.
<b>VEHICLE RELEASE FILE</b>		
Consists of the official copies of SF 97, Certificate of Release of A Motor Vehicle, Form 36-24, Property Turn In or Transfer Slip, copies of GSA FORM 27, Notice of Sale, and correspondence related to the processing and disposal of Agency Overt Motor Vehicles. Filed chronologically. (1949-1957)	.2	Temporary. Destroy all papers related to each transaction when 4 years old.
<b>DISPOSAL FILES</b>		
Consists of "Reports of Inventory Adjustment," listings, dispatches, cables, reports of excess personal property, and correspondence related to the disposal of personal property.		
a. Headquarters File. Consists of Form 390, Report of Inventory Adjustment, Form DAH47, Turn-in Slip and related correspondence. Documented in voucher files of the Depot Stock Control Section. Filed chronologically. (1954-1957)	1.5	Temporary. Destroy when 3 years old. Cut off at end of each year; destroy 3 years thereafter.)
b. Field File. Consists of Cables, dispatches and correspondence related to inquiries from the field for advice, direction, and	.3	Temporary. Destroy when 3 years old. (Cut off at end of each year; destroy 3 years thereafter.)

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<u>FILES IDENTIFICATION</u>	<u>FOOTAGE CU. FT.</u>	<u>SUGGESTED DISPOSITION</u>
<b>DISPOSAL FILES    <u>CONTINUED</u></b>		
guidance as to proper methods of disposal of property and the replies thereto. Arranged by Area Division and chronologically thereunder. (1953-1957)		
<b>EXCESS PERSONAL PROPERTY FILE</b>		
Consists of retained copies of SF 120, Report of Excess Personal Property, and SF 121, Quarterly Report of Utilization and Disposal of Excess and Surplus Personal Property which were submitted to GSA in compliance with provisions of the General Services Act of 1949. SF 120 is no longer being used. Filed chronologically. (1953-1954)	.1	Temporary. Destroy when 3 years old.
<b>REFERENCE NUMBER REGISTERS</b>		
Record of sequence reference numbers assigned to Stock Requisition Vouchers, Repair Vouchers, Disposal Vouchers, Stock Transfer Vouchers, PFI actions, and miscellaneous requisition actions. Each register is arranged chronologically. (1956-1957)	.5	Temporary. Destroy when 1 year old. Begin new registers each year.
<b>WORKING FILES</b>		
Consists of material maintained by individual analysts and used primarily for reference purposes. Files contain current operating procedures, training material, charts, circulars of excess property in other government agencies, etc. No arrangement.	2.2	Temporary. Destroy when no longer needed for reference purposes.
<b>REFERENCE MATERIAL</b>		
Consists of published material such as Agency Regulations and Notices, pamphlets, handbooks, and publications from other sources maintained for reference purposes.	2.0	Temporary. Destroy when no longer needed for reference purposes.

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2 Files which were discontinued during the survey.

1. Machine listing titled "Quarterly Issue Summary By Individual Transaction."
2. Strategic Reserve Assets File - IBM Cards.
3. Flexoline Stock Number File
4. Headquarters Depot Transfer Suspense File

3 The following files and/or extra copies of material should be discontinued for reasons stated in attachment D.

- Suggestion 1, receipt of extra copies of all machine listings.
- Suggestion 5, receipt of listings for distribution to other offices
- Suggestion 7, "Stock Nomenclature Card File".
- Suggestion 8, "Property Signature Card File"
- Suggestion 9, Number Registers
- Suggestion 13, Records Pertaining to the disposal of Overt Agency vehicles
- Suggestion 15, Stock Replenishment Requisitions.
- Suggestion 16, "Daily Time and Production Record"

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2 Files which were discontinued during the survey.

1. Machine listing titled "Quarterly Issue Summary By Individual Transaction."
2. Strategic Reserve Assets File - IBM Cards.
3. Flexoline Stock Number File.
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3 The following files and/or extra copies of material should be discontinued for reasons stated in attachment B.

Suggestion 1, receipt of extra copies of all machine listings.

Suggestion 5, receipt of listings for distribution to other offices.

Suggestion 7, "Stock Nomenclature Card File".

Suggestion 8, "Property Signature Card File".

Suggestion 9, Number Registers.

Suggestion 13, Records Pertaining to the disposal of overt Agency vehicles.

Suggestion 15, Stock Replenishment Requisitions.

Suggestion 16, "Daily Time and Production Record".

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ATTACHMENT "D"

## RECORDS CONTROL AND FILING SYSTEM

### Definitions

#### OFFICIAL FILE STATIONS.

Any specifically designated filing place. The physical location of which shall be determined by the Section Chief.

#### CLASSIFY, CLASSIFIED AND CLASSIFICATION.

As used in reference to filing procedures, these terms refer to the subject or file designation of records and not to defense classifications: "Top Secret", "Secret," or "Confidential".

#### SUBJECT FILES.

Subject Files are considered to be those types of paper records which ordinarily include correspondence, reports, and other documents which may be classified and filed under all or many of the subject categories in the attached Subject List (Exhibit C.). The subject file is distinguished from a Case File in that a Case File comprises of material relating to a specific action, transaction, person, organization, location or thing, yet may cover one or many subjects pertaining to the specific case or project.

### I. Purpose of Records.

Records are one of the basic ingredients of most organizations and have seven main purposes: to provide facts; to orientate personnel; to make comparisons; to detect waste and errors; to standardize written accounts; to comply with legal requirements; and to serve as a basis for policy formation.

To make records do these things requires some control over the records (that is knowing where they are at all times) and some system or arrangement by which they are maintained. The first logical step is to control these records, which in turn is followed by their maintenance.

### II. Control of Records (General).

#### a. Incoming.

All incoming records or material will be opened by a person assigned this responsibility. After the mail is opened and sorted, notices designating the official filing stations or location will be attached (See Exhibit A.) The mail will then be hand carried to its destination or action desk and will be placed in the appropriate "in" baskets.

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## ATTACHMENT "D" continued

Upon completion of necessary action, the material will be placed in the outgoing basket to be picked up for filing as indicated by the attached notice, or, for mailing. Material requiring no action and received for informational purposes will receive the same treatment.

A. Outgoing.

Outgoing material will be picked up from the originator or action desk, processed for mailing, (including preparation of the File and Routing Slip) and placed at the messenger's pick-up station.

III. Internal Control of Records.

a. Charging out Records.

To prevent loss and misplacement of records it is necessary to control that material withdrawn from the files. This control is accomplished by the charge out system. Individuals to whom records have been given shall be required to fill out form 22h. Correspondence Charge-Out (see Exhibit B.) Form 22h will be filed in the exact location from which the records were removed. Upon return of the charged records, Form 22h shall be removed and canceled.

IV. Maintenance of Records.

Maintenance of Records simply means keeping them neat in appearance, clearly identified as to the type of information contained and its use, and a logical arrangement of the material to facilitate reference. A majority of the files of the Section are filed by either number or name and are self explanatory. "Subject Files" (see definition) are more difficult to manage because they usually contain papers pertaining to many and varied matters and will be discussed here.

a. Classifying papers for filing.

The process of classifying involves the analysis of correspondence or other documents to determine the subject by which they should be filed, and the placing of these file designations on the material.

(1) Read and analyze the correspondence or other material to determine the most outstanding or prominent subject; that is, the subject by which the papers will most likely be requested.

(2) Select the proper file designation by referring to the Subject List (Exhibit C) in the following manner: determine the appropriate primary subject such as PROCUREMENT, PERSONNEL, etc., for example, a letter concerning procurement of typewriters in Germany would fall under the primary subject PROCUREMENT; and the secondary subject would be Foreign Procurement.

ATTACHMENT "D" continued

If no appropriate secondary subjects have been provided, the primary subject itself is used. Write these classifications in the upper right corner of the material being classified in this manner, Procurement 3, Arabic numerals are used as a convenience to designate secondary subjects and means that Foreign Procurement is the 3rd secondary subject behind Procurement or the primary subject.

b. Cross References.

Indicate the cross references to be prepared in the following manner. If material being classified involves more than one subject by which it is likely to be requested, or a single subject with more than one interpretation, select the file designation for the additional subjects and write it immediately below the file designation already shown for the main, most prominent subject. In such instances, a cross mark "X" should be placed at the left of the file designation to indicate a cross reference and then Form 36-150, Correspondence Cross Reference, should be prepared and filed under the additional selected subjects.

c. Classifying Hints

a. If the subject cannot be easily determined, it is helpful to consider the correspondence in this light: "Why was it written?" or "What reason was there that caused the writer to write it?" Usually the purpose of correspondence suggests the subject under which it should be filed.

b. It is helpful at times to refer to previous correspondence already on file to verify a tentatively selected file designation.

c. The subject line or designation appearing on correspondence should not be relied upon. It may be vague, misleading, or even remote from the real subject of correspondence concerned.

d. By classifying outgoing correspondence as it is prepared and also writing this classification on the suspense or chronological file copy it can be used later as an aid for locating material in the Subject File.



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EXHIBIT C

FILING SUBJECT LIST

PROCEDURES, DELEGATIONS OF AUTHORITY, STATION CODES

APPROPRIATIONS (BUDGET)

1. Allocations
2. Estimates
3. Reports, Statements and Statistics

SELECTION OF MATERIAL

1. New Items
2. Tests, Specifications
3. Manufactures

PROCUREMENT

1. Authority, Requirements, Sterility
2. Sources (General), and Market Conditions
3. Foreign
4. Open Market
5. General Schedule
6. Lease

STORAGE AND STOCKPILING

1. Depots, Arsenal, Facilities
2. Availability, Stockpiling, Replenishment, Reserve
3. Marking, Packing, Inspecting
4. Inventories, Levels
5. Maintenance, Preservation, Accountability

SALES, EXCESS, SALVAGE, CONSERVATION

1. Authority
2. Unserviceable, Obsolete, Condemned, Excess
3. Stray, Unclaimed, Losses, Theft, Waste
4. Boards of Survey Declarations
5. Sterility
6. Transfer

DISTRIBUTION AND RECEIPT

1. Methods and Points
2. Receipt, Transfer
3. Priority
4. Requirements
5. Relocation, Assignment
6. Complaints, Damage

EXHIBIT C continued

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DATA AND STATISTICS

1. Statistics, Costs
2. Price Lists, Descriptive Lists

REPORTS

1. Activity, Status, Progress

PERSONNEL

1. Classification, Duties, Training, Career Service
2. Leave, Overtime, Time and Attendance
3. Evaluations
4. Promotions
5. Separations

RECORDS

1. Retirement
2. Vital Materials